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**Sent:** Thursday, May 13, 2010 12:28 PM  
**To:** More at Four Contract Administrators; More at Four Program Contacts; More at Four Fiscal Contacts  
**Cc:** OEL Staff; kkconsulting@nc.rr.com; Ellen Peisner-Feinberg; Jennifer Schaaf  
**Subject:** 09-10 More at Four Closeout Notice

## **09-10 More at Four Closeout Notice**

### **Office of Early Learning (OEL)**

#### **1. Administrative Letters**

Administrative letters requiring the signature of a new site principal/director must be received by OEL no later than **June 18**.

#### **2. Change Requests**

All change requests for 09-10 must be submitted to OEL through MAFPlan no later than **June 14**. (Ex. Add teacher, add principal/director and/or classroom slot change.)

Contact KC Elander at 919-981-7302 or Susan Blackard at 919-981-5346 if you need assistance.

09-10 MAFPlan system will be taken off line at close of business on **June 28**, as we prepare for the launch of MAFPlan 10-11. Ensure all data is current in the 09-10 Plan prior to this date. We expect MAFPlan 10-11 to be up and running in early July, at which time you will also be able to access the 09-10 MAFPlan for viewing purposes only. Further notification will be sent.

#### **3. Operating funds**

Request for Payments for May services are due to OEL no later than **June 14**.

Request for Payments for June services are due to OEL no later than **June 18**. Refer to recent email regarding slots available for possible June reimbursement.

Payments in June cannot be guaranteed if requests are received after these dates.

Refer to Item #2 for deadline of Change Requests that affect payments.

Contact Sherhonda Reid (919-981-5347) if you have any questions.

Jamie L. Woodlief

Executive Assistant

Office of Early Learning

NC Department of Public Instruction

(919) 981-5530

[www.ncpublicschools.org/earlylearning](http://www.ncpublicschools.org/earlylearning)

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